

8.6.2 SHIPPING CONTAINERS AND SHIPMENT

To prevent degradation of analytes by biological metabolism, it is recommended that bottom-material samples be shipped in ice-filled coolers (section 8.5 mentions possible exceptions to this recommendation). The following instructions pertain to most bottom-material samples.

1. Ship chilled samples in coolers that are free of leaks.
 - Carefully inspect cooler for leaks or damage.
 - Spouts must be sealed, preferably with silicone or epoxy.
 - Broken and/or leaky coolers must be replaced.
 - Insulated water coolers, from 1 to 5 gallons in size, make good shipping containers.
 - Larger volumes of chilled samples can be sent in ice chests as long as maximum weight restrictions of the carrier are not exceeded.
 - NWQL will return, when feasible, recyclable packing materials (mesh bags, foam sleeves, and so forth) that are shipped to NWQL in coolers. NWQL will not return disposable packing materials.
2. To prevent leakage and maintain the integrity of the cooler, wrap tape around the cooler in order to secure the lid and seal the spigot.
3. With a permanent waterproof marker, label the inside of the cooler and cooler lid with your current return address and telephone number in case the shipping label is separated from the cooler.
4. Provide return address shipping labels in the cooler, along with an ASR form.
 - The account to be billed for return shipment must be clearly marked on the shipping label.
 - If no label is provided, or an incorrect account is on the label, the District's default account will be charged a shipping fee.
5. If possible, samples should be sent to NWQL on a daily basis. (Mailing samples daily by PRIORITY MAIL is usually an adequate means of ensuring a minimum transit time to NWQL.)

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6. Whatever means of transportation is used, do not exceed restrictions on package size and weight.
 - If the U.S. Postal Service is used, the shipper is responsible for compliance with postal laws and regulations.
 - Preauthorization from the Postal Service may be needed to ship samples packed in ice.
7. Shipment of samples from hazardous waste sites must be authorized by the NWQL and must comply with Postal Service regulations.

Each shipping container (cooler or carton) must contain at least one ASR form and all samples associated with that form.

ANALYTICAL SERVICES REQUEST FORM 8.6.3

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A NWQL Analytical Services Request (ASR) form must be included with each sample. To ensure correct processing of samples, all shipments must include an ASR form that refers only to samples in that shipment. It is mandatory to identify on the form highly contaminated or potentially hazardous samples so that proper precautions can be taken at the NWQL. Mandatory information on the ASR is indicated by an asterisk.

Complete the ASR form as follows:

1. Use permanent, waterproof ink or laser-printed forms.
2. Each form must include:
 - station id or unique number
 - telephone number of study chief
 - study chief/collector's name
 - state, district/user
 - study account number
 - begin date and time

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